

Collin College - Continuing Education
COURSE SYLLABUS

COURSE INFORMATION

Course Number: MOFF 6630

Course Title: Microsoft Excel II

Course Description: Expansion of Microsoft Excel skills beyond introductory topics, including advanced formatting, and advanced functions for text and analysis.

Suggested Course Prerequisite(s): Microsoft Excel I, or equivalent experience.

Course Resources: Microsoft Excel 2021 & 365: Level 2
Labyrinth. ISBN-13: 9781640614116

Student Learning Outcomes: Advanced Formatting – Themes, Cell Styles, Customizing Page Setup Date and Time Functions, Conditional Formatting, Advanced Functions for Text and Analysis –IF Criteria, Troubleshooting Formulas, Lookup Function and the Outline Features

Certification Notes:

Next course recommendation: Microsoft Excel III

Lesson Plan – by week or session:

Session 1: Advanced Workbook Formatting

- Formatting with Themes
- Applying Cell Styles
- Using the Format Cells Dialog Box
- Creating Custom Number Formats
- Customizing the Page Setup
- Using Zoom Tools
- Editing Document Properties

Session 2: Date Functions and Conditional Formatting

- Understanding Date Serial Numbers
- Entering Time Information in Excel
- Using Date Functions
- Entering Date and Time Calculations
- Working with Conditional Formatting

Session 3: Financial Functions and What-If Analysis

- Creating Financial Functions
- Using What-If Analysis Tools
- Scenario Manager
- Goal Seek

Session 4: Text Functions, Conditional Functions, and Formula Auditing

- Using Functions to Modify Text
- Creating Conditional Functions Using IF Criteria
- Nested Functions
- Troubleshooting Formulas
- 3-D Cell References

Session 5: Lookup Functions and Outlines

- Introducing Lookup Functions
- Using the Outline Feature
- Creating Subtotals
- Using the Quick Analysis Tool

Session 6: Review

Course Sessions:

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation:

Unless otherwise stated, course completion is evaluated based on attendance. Students must be in attendance 90% of the class time to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy:

Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:

Collin College will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.